

Credentialing Checklist for New NIH Nurse Practitioners

Prior to NIH start date you are advised to obtain the following:

- _____ If you do not have a Maryland License:
Contact the Advance Practice Consultant at Maryland Board of Nursing, 410-585-1930 for an application or on line at: <http://dhmh.state.md.us/mbn/> (**You must have a Maryland License to Practice as an NP at NIH**).

- _____ Obtain **Instructions for Submission of an Application for Initial Appointment to the Medical Staff of the Warren G. Magnuson Clinical Center, National Institutes of Health** by calling the Clinical Center Credentialing Services Office at: **301-496-5937**. Also, you may contact the Nurse Practitioner Credentialing Coordinator at **301-496-0442** with any questions.

Begin to compile necessary documentation:

- _____ Current RN/Advanced Practice License
- _____ Current CPR Certification
- _____ Copy of diploma or transcript (must be an official copy with the water marked seal) from the nurse practitioner program
- _____ Copy of nurse practitioner certification (ANCC or NCBP/N)
- _____ **Written Verification of Clinical Performance** from supervisors or someone from human resources in all positions held in the **10 years** prior to coming to NIH. These letters must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the web site under Sample Employment Verification Letters and Peer/Clinical Performance Letters. If there were periods of unemployment over the past 10 years, you must submit a memo to account for your activities. See the Sample Employment Gap Explanation Memo in Information for NIH NPs section.
- _____ **Two Reference Letters:** At least one should be from a Nurse Practitioner; the other can be from a physician colleague. These letters must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the web site under Sample Employment Verification Letters and Peer/Clinical Performance Letters.
- _____ **Letter of Recommendation for Initial Appointment** by the sponsoring Institute Branch Chief or Clinical Center Department Head Must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the web site under Sample Initial Appointment Memo.